

COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: Jennifer Steiger

Date Prepared: Feb 4, 2015

Point of Contact: Jennifer Steiger

Phone Number 432-9402

Department: Health

PRIMARY GRANT

Primary Grantor: ADHS

CFDA: www.CFDA.gov 93.505

Grant Title: Maternal, Infant & Early Childhood Home Visiting Program

Grant Term From: 10/01/2014

To: 09/30/2015

Total Award Amount: 90,000

New Grant: ☐ Yes ☒ No

Grant No.: ADHS14-053682

Amendment No.: 1

Funding No.: 245-5000-5200

If new, Finance will assign a funding number.

Strategic Plan: Health & Wellbeing

District: CW

Mandated by Law? ☐ Yes ☐ No

Number of Positions Funded: 5

Asset(s) Acquired:

Briefly describe the purpose of the grant.

If this is a mandated service, cite the source. If not mandated, cite indications of local customer support for this service.

PRIMARY FUNDING SOURCE:

Funding Year: 2014-2015 Federal Funds 332.100 90,000

State Funds 336.100

County Funds 391.000

Other Funds:

Total Funds:

Funding Year: 2014-2015 Federal Funds 332.100 90,000

State Funds 336.100

County Funds 391.000

Other Funds:

Total Funds:

Funding Year: 2014-2015 Federal Funds 332.100 90,000

State Funds 336.100

County Funds 391.000

Total Revenue: 90,000

Has this amount been budgeted? ☒ Yes ☐ No

Method of collecting funds: ☐ Lump Sum ☐ Quarterly ☐ Draw ☒ Reimbursement

Is revertment of unexpended funds required at the end of grant period? ☐ Yes ☒ No

(a) Total A-87 Cost Allocation: 28,342 (b) Amount of overhead allowed by grant: 12,755

County Subsidy (a) - (b): 15587

Does Grantor accept indirect costs as an allowable expenditure? ☒ Yes ☐ No

If yes, dollar amount or percentage allowed: 20%

Second Grantor: n/a

Grant Term From: To:

Secondary Award Amount:

Grant No.:

Amendment No.:

Funding Year: Federal Funds 332.100

State Funds 336.100

County Funds 391.000

Other Funds:

Funding Year: Federal Funds 332.100

State Funds 336.100

County Funds 391.000

Other Funds:

Total Revenue:

Has this amount been budgeted? ☐ Yes ☐ No

Method of collecting funds: ☐ Lump Sum ☐ Quarterly ☐ Draw ☐ Reimbursement

Is reversion of unexpended funds required at the end of grant period? ☐ Yes ☐ No

(a) Total A-87 Cost Allocation: (b) Amount of overhead allowed by grant:

County Subsidy (a) - (b):

Does Grantor accept indirect costs as an allowable expenditure? ☐ Yes ☐ No

If yes, dollar amount or percentage allowed:

Is County match required? ☒ Yes ☐ No

County Match Source: Indirect costs as described above.

County match dollar amount or percentage: \$15,587 (20%)

Signature: J. Steiger

Board Approval: _____ Date _____

[Print Form](#)

Please e-mail completed form to Finance cschneider@cochise.az.gov.

NOTE: Once approved by the Board of Supervisors, the department is responsible for sending a copy of the fully executed grant document to the Finance Department

Executive Summary Form

Agenda Number: HLT (Maternal, Infant and Child Home Visiting)

Recommendation:

Approve Amendment 1 to IGA#: ADHS14-053682, Maternal, Infant & Early Childhood Home Visiting (MIECHV), between the Arizona Department of Health Services (ADHS) and Cochise Health & Social Services (CHSS) in the amount of \$90,000 for the period 10/01/14 – 09/30/15.

HISTORY

ADHS MIECHV funds coordination services for a collaboration of maternal & child health home visiting programs in Cochise County. Supervisors and workers from six different agencies and programs attended these monthly meetings to discuss and plan for the needs of families with young children and the ability of current home visiting programs to meet these needs. Collaborating agencies/programs include: Cochise Health & Social Services, UofA Cooperative Extension, Easter Seals Blake Foundation, Child & Family Resources, Inc., Fort Huachuca Parent Support Program and Child Parent Centers of AZ.

Collaboration efforts include: an informal referral process among all programs and addressing duplication of services, in order to make sure all eligible families in Cochise County can access home visiting services, training for home visiting staff and improving the working relationships with other community resources and systems that serve families including child protective services, behavioral health services and the justice system

The Coordinator position, funded by ADHS MIECHV, performs many functions including running the monthly meetings, outreach and recruitment for all programs, providing community marketing to raise awareness of availability of home visiting services and the planning and scheduling of trainings for home visiting staff.

CHSS decided to subcontract the coordinator position to Child & Family Resources, Inc. (CFR) as they have a contract with First Things First in Graham/Greenlee counties to supervise the coordination of their home visiting collaboration. Thus CFR “co-supervises” both coordinator positions, enhancing the efficiency and effectiveness of both collaborations.

Fiscal Impact & Funding Sources:

This is a grant-funded, fixed price program from the Arizona Department of Health Services. The entire award to CHSS through the MIECHV IGA ADHS14-053682 A1 is in the amount of \$90,000. This IGA has already been approved. Amendment 1 outlines a revised Price Sheet with the same total amount.

The net county subsidy is calculated as follows (based on approved salaries/EREs):

Projected Salaries/EREs	\$63,777
A-87 Overhead at 44.44%	\$28,342
<u>Authorized overhead @ 20%</u>	<u>\$12,755</u>
Net County Subsidy	\$15,587

Executive Summary Form

Next Steps/Action Items/Follow-up:

Your approvals are respectfully requested.

Impact of Not Approving:

Without approval of this funding, the Cochise Home Visiting Collaboration will be limited in the scope of improvements in referral and service coordination, and worker training, that will be able to be made to the matrix of home visiting services provided to over 750 families in Cochise County.



**INTERGOVERNMENTAL AGREEMENT (IGA)
AMENDMENT**

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
1740 W. Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax
Procurement Officer
Sue-Anne Tan

Contract No: ADHS14-053682

Amendment No. 1

Maternal, Infant, and Early Childhood Home Visiting

Effective January 1, 2015, it is mutually agreed that the IGA referenced is amended as follows:

1. The Price Sheet of the Agreement is replaced with the revised Price Sheet of this Amendment One (1). The IGA Item Pricing shall be revised in ProcureAZ to align with available funding upon execution of this Amendment One (1). The IGA line item pricing total decreased from \$102,000.00 to **\$90,000.00** based on the following line item changes:
 - 1.1 Personnel increased by \$7,362.00 for a total of **\$50,422.00** due to salary increase for Coordinator and increased Cochise Health and Social Services Grantee for grants management from five percent (5%) to ten percent (10%);
 - 1.2 ERE increased by \$1,158.00 for a total of **\$13,355.00** due to increase in Personnel;
 - 1.3 Professional & Outside Services decreased by \$2,000.00 for a total of **\$1,000.00** due to budget reduction;
 - 1.4 Travel Expenses increased by \$2,546.00 for a total of **\$3,881.00**. The County has underestimated the costs of Travel last year and had to do two budget modifications in this line;

All other provisions of this IGA remain unchanged.

Cochise County Health Department
Contractor Name

1415 West Melody Lane, Building A
Address

Bisbee AZ 85603-3090
City State Zip

CONTRACTOR ATTORNEY SIGNATURE

Pursuant to A.R.S. § 11-952, the undersigned public agency attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

[Signature] 1/23/15
Signature Date
Erika Orduño
Printed Name

Attorney General Contract No. P0012014000078, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

Signature Date
Assistant Attorney General
Printed Name:

CONTRACTOR SIGNATURE

Contractor Authorized Signature

Printed Name

Title

This Intergovernmental Agreement Amendment shall be effective the date indicated. The Public Agency is hereby cautioned not to commence any billable work or provide any material, service or construction under this IGA until the IGA has been executed by an authorized ADHS signatory.


State of Arizona

Signed this _____ day of _____ 201__

Procurement Officer

RESERVED FOR USE BY THE SECRETARY OF STATE

Under House Bill 2011, A.R.S. § 11-952 was amended to remove the requirement that Intergovernmental Agreements be filed with the Secretary of State.

	INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 W. Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 Fax
	Contract No: ADHS14-053682	Amendment No. 1	Procurement Officer Sue-Anne Tan

- 1.5 Occupancy Expense increased by \$2,400.00 for a total of **\$4,800.00** due to Child and Family Resources Sub-Contractor underestimated the actual costs of Occupancy last year;
- 1.6 Other Operating Expenses decreased by \$25,170.00 for a total of **\$3,787.00** due to budget reduction; and
- 1.7 Indirect (if authorized) increased by \$1,704.00 for a total of **\$12,755.00** due to increase in Personnel.
2. Pursuant Terms and Conditions, Provision 7.3 of IGA, Indemnification – Patent and Copyright, is hereby deleted in its entirety.
3. Pursuant Terms and Conditions, Provision Fifteen (15), Fingerprint and Certification Requirements/Juvenile Services, is hereby deleted in its entirety.
4. Pursuant to the Terms and Conditions, Provision Eighteen (18), Health Insurance Portability and Accountability Act of 1996 of the IGA is hereby replaced with the following language:

18. Health Insurance Portability and Accountability Act of 1996 (HIPAA)


The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Arizona Department of Administration-Arizona Strategic Enterprise Technology (ADOA-ASET) Office, the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS Procurement Office, Contractor agrees to sign a "Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator.

5. Provision Twenty (20), Authorization for Provision of Services, is hereby added to the Terms and Conditions of the IGA:

20. Authorization for Provision of Services

Authorization for purchase of services under this Agreement shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the Agreement number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for services in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless a) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or b) an additional Purchase Order is issued for purchase of services under this Agreement.

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	Contract No: ADHS14-053682	Amendment No. 1	Procurement Officer Sue-Anne Tan

Price Sheet
As of January 1, 2015

Cochise County Health Department

Cost Reimbursement Line Item Budget

ACCOUNT CLASSIFICATION	AMOUNT
Personnel	\$50,422.00
ERE	\$13,355.00
Professional & Outside Services	\$ 1,000.00
Travel Expense	\$3,881.00
Occupancy Expense	\$ 4,800.00
Other Operating Expense	\$ 3,787.00
Capital Outlay Expense	\$ 0.00
Indirect (if authorized)	\$ 12,755.00
TOTAL	\$ 90,000.00

With prior written approval from the Program Manager, the Contractor is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require a Contract Amendment.